1993

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
January 12, 1993

The January quarterly meeting of the Athens Clarke County Library Board of Trustees was called to order at 4:00 PM on Tuesday, January 12. Attending were: Mrs. Allen, Mr. Berryman, Mrs. Davis-Barnett, Mrs. DuPree, Mr. Firor, Mr. Hodgson, Mr. Logue, Mrs. Nourse, Mrs. Shields, Mr. Tritt, Mr. Wilkins, and Mrs. Weeks. Mrs. Ames, Library Director, and Mrs. Walker, Assistant Director, were also present. Miss Copeland was excused. Mr. Elkins and Mrs. Hertz were absent.

The minutes of the October 13, 1992, meeting were approved as mailed upon motion by Mr. Hodgson and second by Mrs. Weeks.

The Financial Report was received for information.

Under Unfinished Business, Mr. Hodgson reported that the Building Committee had met with Roger Cauthen and had finalized the landscape plan. Steve Martin will design the entry way in the next few weeks. Plant markers for the trees have been reviewed and approved by the committee. The Committee recommended that the Board approve moving forward with the plans which are far under the budgeted amount. This was approved by unanimous vote.

A discussion followed regarding Errors and Omissions insurance. The Director will check on current laws regarding volunteers.

Change Order 11 was reviewed. The purpose was to purchase and install audiovisual equipment for a total of $62,735. This amount was within the projected budget. Mrs. Weeks made the motion to approve Change Order 11, second by Mr. Tritt, unanimous vote.

Mrs. Walker discussed a revision to the Personnel Policy. The amendment would allow department managers and staff to schedule a half-hour lunch break rather than a full hour with the benefit to staff of being able to leave work one half hour earlier when the schedule permits. This change may be applied to all departments of the Library and will not cost additional funds to implement. Mr. Tritt made the motion to approve, second by Mr. Firor, and unanimous vote.

The County's policy on Prohibited Discrimination and Harassment was reviewed and approved upon a motion from Mrs. Weeks and a second from Mrs. Allen.

A policy dealing with Children left after Library Closing was discussed. Sgt. Allen Brown of the Athens Police Department met with Mrs. Walker to discuss the problems which are most acute

on Friday evenings when the building closes at 6PM, and this policy is based on his recommendation. Mr.Firor made the motion to approve the policy change, second from Mr. Logue, unanimous vote. The Library Director will look into the possibility of purchasing a sign that states that the Library will close at 6 PM.

A computer tie-in for the Winterville Library was discussed. Total expense for this would be approximately $4500. Because the construction budget was still far below budgeted amounts, the motion was made to use a small portion of that account for this tie-in. Mrs. Shields made the motion, Mrs. Weeks seconded, and a unanimous vote approved using funds to purchase and install the system.

Mrs. Ames discussed the FY94 budget goals. Of prime importance will be salaries for the staff, a possible full-time volunteer coordinator, shelvers, and books. Board members suggested developing news articles to coincide with budget hearings which might have information about the first 8 months in the building, increases in circulation, new services, registration and use statistics, and other information. The news articles should also focus on some of the problems brought about by the increased use including security problems and large volume of check-outs which lead to shelving back-ups.

Jim Newsome was not present but did send word that the building warranties will be expiring in the next quarter. A final inspection will be conducted by the Building Committee, the architects and interior designers, and Barton Malow in April. Mr. Newsome did review the prior claims from Nix Mann Viehman and sent a letter in response denying those charges because the time frame agreed upon in the contract had not expired during the period for which the architects were seeking additional compensation. There has been no further action on this point.

Mrs. Ames presented the Director's report. Through December, the store has earned $11,500 in profit from its sales. Forty volunteers work on a regular schedule to keep the store operating. The Library sponsored a workshop for the regional staff on communications with Kathy Pavelik from the Institute of Government. The acquisitions module is now operational on the Dynix system and this enables the Library to provide "books on order" reports and status of titles for all libraries.

Mrs. Ames reported that the state auditors had just completed their review of the region's accounts. We will once again have a finding in regard to fixed assets which includes all books, furniture, and equipment. In order to comply, the Library would have to develop a system of depreciating every book throughout the region. There will also be a finding about sepa-

ration of responsibilities in the Business Office. During 1992, we did employ a part-time accounting clerk, but she had not yet been trained to reconcile the bank statement which led to this finding. We expect this finding to be corrected by the 1993 audit. The auditors also indicated that there might be a finding about the handling of the Winterville grant. Under the wording from the State Department of Education, the funds were to have been used for "operations" of that Library rather than for construction of an addition. Mrs. Ames has been in contact with Rep. Louie Clark and the mayor of Winterville about this situation and all agree that the intent of the grant was quite specific as to construction.

Mrs. Ames and other librarians from the Tenth Congressional District met with Louis Shurbet of Elberton to discuss goals for the State Board of Education in relation to libraries. Of critical need is an increase in the per capita funding for materials. Currently, the allocation is at 51 cents per capita, a reduction of four cents from previous years. The State BOE will be working toward replacing the reduction and adding an additional four cents per capita. Because we also have two construction projects in the budget request this year, these were also discussed.

Mrs. Walker discussed a problem with the meeting room policy. After some discussion, the Board suggested adding the words "non profit" into the eligibility statement. Several businesses have been using the facility to sell services which was questionable. At the next meeting, Mrs. Walker will have information on the number of uses for both the small and large rooms and if the fee for the larger space has made it inaccessible to local groups.

In other business, Mr. Wilkins requested that a donation box be placed in the Heritage Room suggesting contributions. A temporary box will be placed there until a more suitable plexiglass and wood structure can be found.

Lamar Dodd's paintings will be exhibited during the week of February 13-22. This exhibit will be through the cooperation of the Georgia Museum of Art and will include a reception for Mr. and Mrs. Dodd on February 14. The Friends will provide the food and Glenda LaBoon will help coordinate all of the details. A special thanks to Glenda for all of her work to obtain this exhibit which will include works not seen for more than 20 years.

There being no further business, the meeting adjourned at 5:45.

Kathryn S. Ames

Kathryn S. Ames, Director

MINUTES
BUILDING COMMITTEE MEETING
January 12, 1993

The Building Committee met at 3:15 with Roger Cauthen to review the final landscape plans. Present were Mr. Hodgson, Mrs. DuPree, Mrs. LaBoon, Mr. Firor, Mr. Logue, and Mrs. Ames.

The plan calls for a buffer zone along the drainage rip-rap using ivy. Trees will be planted in the detention pond area to screen it. The entry area will feature smaller shrubs to bring the eye to the front of the building rather than focusing on the pond.

Irrigation was discussed and all turf areas will be on an automatic sprinkler system; the perimeter of the site will have hose bibs. The price for this is well below the estimate.

Steve Martin will develop a plan for bench seating at the front area and the use of pavers to complete the entry area under the canopy. Seats will be metal, aggregate or local granite with approximately 20 inches wide x 4 feet wide. Steve will also look into trash receptacles and ash trays for the exterior.

Roger reviewed the type of tree markers that will be used to identify the donated trees and Pam Blake will verify the exact wording to be used.

Kathryn S. Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
January 21, 1993

The January quarterly meeting of the Athens Regional Library System Board of Trustees was called to order at 3:30 PM on Thursday, January 21. Attending were: Mrs. DuPree and Mrs. Weeks from Clarke County; Mrs. Telford and Mr. Phillips from Franklin County; Mrs. Carithers and Mrs. Haygood from Madison County; Mrs. Toney and Mrs. Clark from Oglethorpe County; and Mrs. Johnson and Mrs. Stancil from Oconee County. Mrs. Ames, Library Director, Mrs. Walker, Assistant Director, and Ms. Williams from the League of Women Voters, were also present. Mr. Hodgson, Mr. Firor, Ms. Wynn and Mrs. Parker were excused. Ms. Sweeny, Mr. White and Mr. Downs were absent.

The minutes of the October 15, 1992, meeting were approved as mailed upon motion by Mrs. Weeks and second by Mrs. Clark.

The Financial Report was received for information.

Regional Reports followed. Mrs. Johnson introduced Mrs. Rosemary Stancil who will serve as Chairman of the Oconee County Library Board and noted that there are several new officers who have assumed office. The Board is exploring a possible addition to the Oconee County Library which will add space for a growing literacy program, study areas, and a high tech learning center. The Library has also been instrumental in work toward Certified Literate Community status.

Mrs. Carithers reported that the Board has reviewed plans for an addition to the Madison County Library and they are now awaiting word from the Legislature that the appropriation has been approved. Several members of the Board and Friends attended the Legislative Luncheon to lobby for more book funds and for construction grant approval. The Friends have new officers and have developed a busy plan of action for the year. The JTPA program which operates in the small Madison County Learning Center adjacent to the Library has been quite successful. Ginni Edwards coordinates the program which is offered 5 mornings per week to teach basic educational skills to PEACH clients in Madison County. The program is full with a waiting list and it is hoped that the program can be doubled for FY94.

Mrs. Telford reported for Franklin County. Because of elections, there is a new County Commissioner and a new Superintendent of Schools. This necessitates a comprehensive educational effort and Board members will be meeting with them soon to inform them of our needs and services.

General Eugene Phillips reported that Royston has enjoyed a great increase in circulation, but he has concern about an adequate book collection. He has been promoting the benefits of a strong local library to his community.

Mrs. Toney reported for Oglethorpe County. The Friends purchased a Christmas tree and the first graders from the Elementary School made decorations. The Friends are also purchasing several new magazine subscriptions for the Library with proceeds from their on-going book sale. An architect has been chosen for the new facility and the Board will be meeting shortly to review the first designs.

Mrs. Walker reported for Clarke County. Through December, the store has earned $11,500 in profit from its sales. Forty volunteers work on a regular schedule to keep the store operating. The Library sponsored a workshop for the regional staff on communications with Kathy Pavelik from the Institute of Government. Dynix Update: The acquisitions module is now operational on the Dynix system and this enables the Library to provide "books on order" reports and status of titles for all libraries. The system also is able to generate statistical data about all circulation transactions and this has been quite useful in analyzing who is using the library and for what types of information. The telephone line problems seem to be resolved; these problems were disrupting service in Oconee County at times, but are now corrected. And the Community Resource File is being developed which will be accessible from all terminals.

Mrs. Ames reported that the state auditors had just completed their review of the region's accounts. We will once again have a finding in regard to fixed assets which includes all books, furniture, and equipment. In order to comply, the Library would have to develop a system of depreciating every book throughout the region. There will also be a finding about separation of responsibilities in the Business Office. During 1992, we did employ a part-time accounting clerk, but she had not yet been trained to reconcile the bank statement which led to this finding. We expect this finding to be corrected by the 1993 audit. The auditors also indicated that there might be a finding about the handling of the Winterville grant. Under the wording from the State Department of Education, the funds were to have been used for "operations" of that Library rather than for construction of an addition. Mrs. Ames has been in contact with Rep. Louie Clark and the mayor of Winterville about this situation and all agree that the intent of the grant was quite specific as to construction.

Mrs. Ames and other librarians from the Tenth Congressional District met with Louis Shurbet of Elberton to discuss goals for the State Board of Education in relation to libraries. Of critical need is an increase in the per capita funding for materials. Currently, the allocation is at 51 cents per capita, a reduction of four cents from previous years. The State BOE will be working toward replacing the reduction and adding an additional four Page

cents per capita. Because we also have two construction projects in the budget request this year, these were also discussed.

Change Order 11 for the purchase and installation of audio-visual equipment for the Athens-Clarke County Library totaling $62,735 was presented for Board approval. The funds were budgeted and this price is within the budget figure. Mrs. Clark made the motion to approve, second by Mrs. Carithers, unanimous vote to approve.

Dr. Louise McBee, Representative from the 88th House District, has been working on implementing a change in the way public libraries have been charged for health insurance costs. We are currently charged 8.66 percent of our entire payroll for health insurance. We have 23 employees in the region who are not eligible for coverage but for whom we must pay this fee. In 1992, the total was $17,413, a hefty amount! Dr. McBee will continue to work on an administrative solution with legislation as the next resort.

The Prohibited Discrimination and Harassment Policy as recommended by library staff was presented. It was based on Athens-Clarke County's policy and has been reviewed by legal counsel. Mrs. Weeks made the motion to approve, second from Mrs. Clark, unanimous approval.

The Library has received many bad checks over the past year, some from the store, but most from patrons writing checks to cover fines. Mr. Hodgson recommended that the library charge $10 for all returned checks. The motion was made by Mrs. Toney, second by Mrs. Johnson and a unanimous vote to approve.

The holiday schedule was presented for information purposes. Since several of the holidays fall on weekends this year, the policy about closure was reviewed for clarification.

The Board was asked to approve two LSCA grant award contracts with the State Board of Education which administers the federal grants. One was for $6000 for the development of story boxes for low income daycare centers and the second for $4200 for a demonstration project using motorized scooters to assist disabled and elderly patrons in their use of the library. The motion to approve both contracts was made by Mrs. Clark, second by Mrs. Telford and unanimous vote.

The McDonald's reading program was presented. McDonald's is providing reading kits for libraries and Mrs. Elsner, children's librarian, is coordinating the program.

A letter about Senate Bill 67 was discussed and the information provided to board members for reference when meeting with

local representatives.

The contract for the design of the Oglethorpe County Library was presented for board approval. Mrs. Johnson made the motion to approve this contract, second from Mrs. Toney, and a unanimous vote.

Goals for 1993 were discussed with the Board, and will be dependent upon funding at all levels for success.

There being no further business, the meeting was adjourned at 4:40 PM.

Kathryn S. Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
April 15, 1993

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order at 3:30 by Mrs. DuPree, chairman. Those attending included Mr. Ferris, Mrs. Stiving, and Mrs. Wynn from Oconee County; Mrs. Carithers and Mrs. Sweeney from Madison County; Mrs. Brown from Franklin County; Mrs. DuPree and Mr. Hodgson from Clarke County; Mrs. Ames, Mrs. Driver and Mrs. Walker representing library administration. There was no representative from Oglethorpe County.

The minutes of the January 21 meeting were approved as mailed with a correction to reflect that Mrs. Sweeney was present.

The financial report for the region was received for information.

Regional Reports

Mrs. Brown reported for Franklin County. Mr. Roper, the new commissioner and Mr. Outz, the new superintendent of schools, attended the last meeting of the Franklin County Library Board and discussed library needs for that county. While no promises were made during that first meeting, Board members were invited and encouraged to meet with both boards to make strong presentations for improved funding. The Royston Library has made some changes in their hours and will be open during the lunch period to encourage workers in the area to browse and use the facility. A tragedy occurred in Carnesville when the daughter-in-law of Board member Margaret Telford was killed in an accident. The Board will place a book in her memory in the Carnesville Library.

Mrs. Wynn reported that the building committee of the Oconee County Library has been meeting to discuss the possible addition to that facility. County Engineer, George Chandler, has been attending the meetings and facilitating the roofing studies and HVAC evaluation. The roof has a very limited life left over the original part of the building and the consulting firm has recommended replacement. This will be incorporated into the plans for renovation and expansion.

Mrs. Carithers noted that Madison County did get state authorization and funding for the addition to that facility which could begin construction this fall. The JTPA program has been a tremendous success with a long waiting list. Plans are to double that program in FY94 if funds are available. The budget is currently under consideration and the Board hopes to add Sunday hours to the schedule.

Mrs. Driver, extension manager for the region, reported for Oglethorpe County. The Building Committee has been meeting regularly with the architect, Charles Sides, and hopes to have plans to show to the Board in July. Because the Commission owns the building and needs expansion space, the Committee is making every effort to expedite the construction process. The Friends have been quite active there and have worked toward increasing the periodical subscriptions for the library.

Director's Report

The Library System has been awarded the National Achievement Citation presented by the Public Library Association for innovative programs. Recognized were the adult service program including the Learning Center activities. The award was presented to 7 libraries in the United States with outstanding programs.

Mrs. Ames has been working with a small committee of librarians, state officials, and the Atlanta Committee for the Olympic Games to plan a special statewide event this summer. The theme will be ITZAREADER, based on the WHATIZIT character, and will feature a special family reading relay event and a book and tape donation drive. The date will be August 7.

Mrs. Walker discussed the Pac-Rat, dial access to the computer system; Internet, a national superhighway connecting libraries throughout the country into various databases with a local phone call; and Winterville automation plans.

Mrs. Driver then demonstrated the Story Boxes that the Extension Department has developed for use with low income day care centers throughout the region. There are 24 thematic crates of books and enrichment materials. Funding was from an LSCA competitive grant.

Unfinished Business

Mrs. Ames reported that there has been no final action taken on the Health Insurance payments that are required for temporary and part-time employees. The Board has requested that employees who work less than 20 hours a week and who were ineligible for coverage because of this, be exempt from employer-paid match requirements. Dr. Louise McBee has been working on this and hopes to have a definitive answer for us in June.

Fiscal year 1994 legislation was successful at the state level with an increase from 51 cents per capita to 56 cents, which returns this grant program to the same level as it was in 1989. Construction grants for Oglethorpe and Madison County were approved; those projects are proceeding through the design approval stages and will be bid later in the year.

New Business

The Board was asked to approve Change Order 3 for signage which would conform to the Americans with Disabilities Act totaling $8847.73. This was a recommendation from Robert Baird, Clarke County Buildings and Grounds Superintendent and funds were available for this improvement. The motion to approve came from Mr. Hodgson, second from Mrs. Carithers, and unanimous vote.

Authorization to proceed with applications to JTPA program administrators for programs in Madison, Clarke and Oconee Counties was requested. Motion to approve from Mr. Hodgson, second from Mrs. Wynn, and unanimous vote.

The audit report was reviewed. A letter from Donald Moore, manager of Grants Management for the Georgia Department of Education, discussed the expenditure of funds for the Winterville Library addition and renovation. Mayor Whitehead's office has been very helpful in supplying information that verifies that the expenditures were indeed legitimate. Former representative Louie Clark has also been helpful in trying to resolve this situation. Since the Library did not request these funds and did not handle any of the paperwork for the grant, we have objected to being held responsible for it.

The Board voted to authorize the Oglethorpe County Library Board to review and approve schematic design for their new library upon a motion from Mrs. Carithers, second from Mr. Hodgson, and unanimous vote. They then voted to authorize Madison County's Board to review and approve final working drawings, cost estimates, and bid documents for the addition there upon a motion by Mrs. Wynn and second by Mrs. Stiving followed by unanimous vote.

Mrs. Ames requested authorization for 4 staff members to attend the American Library Association meetings in New Orleans in June. The request was for gasoline, hotel and registration. Mr. Hodgson made the motion, second by Mrs. Wynn, and unanimous vote. She also requested authorization for Mrs. Clare Auwarter to attend the Museum Store Association meeting in Denver. Store proceeds will pay the costs of that trip, but Board approval was required for out-of-state travel. Motion was made by Mrs. Stiving, second by Mrs. Brown with unanimous vote to approve travel.

Mr. Hodgson made the motion to purchase weather radios for every branch in the region and selected departments within the headquarters library. He estimated that these could be purchased for about $30 from places such as Radio Shack or K-Mart. Mrs. Carithers seconded the motion and unanimous vote. Mrs. Driver will coordinate the purchases for all libraries.

There being no further business, the meeting adjourned at 4:45 PM.

Kathryn S. Ames

Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 13, 1993

The July meeting of the Athens-Clarke County Library Board was called to order at 4:00 on July 13, 1993, by Mrs. DuPree, Chairman. Attending were: Mrs. Allen, Ms. Copeland, Mrs. DuPree, Mrs. Lockamy, Mr. Logue, Mr. Tritt, Mrs. Weeks, and Mr. Wilkins. Excused were Mr. Hodgson, Mr. Berryman, Mrs. Hertz, Mrs. Davis-Barnett, Mrs. Nourse, and Mr. Elkins. Mrs. Ames, Mrs. Walker, and Mrs. Elsner attended from the staff.

The minutes of the April 13 meeting were received for information with no changes.

Mrs. Jackie Elsner, Childrens Librarian, reviewed the Summer Reading Club activities for the year and noted that while enrollment numbers were slightly below last year's totals, the number of books being read was slightly ahead of last year. Winterville was also having a busy summer. Highlights of the summer included puppet shows, special storytellers, and other activities which focus upon our literature based programming.

The Director's Report followed. The audio-visual equipment for both the auditorium and the storyhour room is now installed and operational. This was one of the last projects required before project closeout, and Mrs. Ames will request that the Department of Education process our final paperwork. The Library enjoyed a record number of check-outs on July 6--3568 books were checked out that day, followed by two near record days of over 3450 books each.

Winterville's Library should be completing the automation process in late summer following the completion of the Reading Club there. Library staff will work with the Branch Manager to barcode and catalog the collection and to train staff in use of the online system. The Winterville City Council has added a second phone line to help expedite the connection.

Four staff members attended the annual American Library Association meetings held in New Orleans and heard speakers on genealogical research, fund-raising, personnel, and technology.

The Library has been notified that it will receive a second year grant to continue the foreign language materials acquisitions project and this will be funded for $25,000. The Library was also awarded an increase in the JTPA grant for Madison County Literacy, but did not receive funding for Clarke County.

Mrs. Lockamy reported that the Winterville Library is working on their long-range plan for that community's library service. The Friends have donated a set of 60 volumes of classic titles to the Library, taking advantage of a special grant from

the Library of America. The Friends are also working on several fund-raising events to benefit the Library.

Committee Reports included a report from the Personnel Committee chaired by Mr. Logue. Policies that were sent to the Board for review included Family Leave, Americans with Disabilities, and general updates of the policy. Mrs. Weeks made the motion to approve, Mr. Tritt seconded the motion, and there was a unanimous vote.

Mrs. Allen reported for the Challenged Books Committee. The policy for challenged materials was reviewed and a slight change in wording was approved. The Committee also met in regard to Girls and Sex which was felt to be too advanced for the children's department. The Committee agreed, and recommended that the book be assigned to the Young Adult area. Mr. Logue made the motion to approve this recommendation, second from Mrs. Weeks, and unanimous vote.

Mr. Wilkins reported that the Endowment Committee had met was not yet ready to make recommendations. The Committee will continue to gather information and will report at a later date.

Mrs. Ames reviewed the plans for the Itzareader Campaign. The event will be held on the adjacent soccer field on August 7. The focus will be to encourage volunteerism within the community, to spotlight the Library and its programs, and to collect books which may be shared with other organizations within the community. The event will be a field day complete with relay races, dunking booth, and storytelling. While bringing a book is not required, several organizations will be collecting books in various parts of the county.

The final Athens-Clarke County Library budget was reviewed and approved upon motion by Mr. Logue and second by Mrs. Allen. The budget figure remains the same as for fiscal 1993 with the exception of $20,000 which had been provided by the Community Development Block Grants for literacy in 1993, and will be replaced by direct county funds for 1994. The vote was unanimous.

In new business, the Board officially approved the Constitutional amendment adding the Winterville position to the Board. This brings the membership to 16 and gives the Winterville City Council one appointment. Mrs. Weeks made the motion to approve the motion, second by Mr. Tritt, and unanimous vote.

Ms. Taylor in the Heritage Room requested authorization to sell reproductions of historic photos of Confederate soldiers. The Heritage Room owned the photos which have been photographed by Dr. Ann Bailey, a professor at Georgia Southern University.

Mrs. DuPree suggested that the Library use Dr. Bailey's negatives to offer reproductions for sale with proceeds going to Heritage Room material purchases. This was approved by consent.

The nominating committee has been appointed and Mrs. DuPree asked that they present a slate of officers at the October meeting.

In other business, the Commission is considering projects to be included in the Special Local Option Sales Tax package which may be presented to the voters in November. The Library needs additional funding for books and automation, and the Commission will be notified of these needs.

There being no further business, the meeting was adjourned at 5:10 p.m.

Kathryn Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
July 15, 1993

The quarterly meeting of the Athens Regional Library Board was called to order by Mrs. DuPree, chairman, at 3:30 on July 15, 1993. Present from Clarke County were Mrs. Weeks and Mrs. DuPree, from Franklin County was Mrs. Parker, from Oglethorpe County was Mrs. Toney, from Oconee County was Mrs. Wynn, and from Madison County were Mrs. Delk, Mrs. Carithers, and Mrs. Sweeney. Mrs. Ames, Library Director, was present and Ms. Cheri Smithson was an observer from the League of Women Voters.

The minutes of the April 15 meeting were reviewed and approved upon motion by Mrs. Carithers, second from Mrs. Wynn.

The financial report for 1993 was reviewed and amended. Areas that required amendment were insurance coverage, travel, and printing. The motion to amend the budget was made by Mrs. Weeks, second by Mrs. Toney, followed by a unanimous vote.

Regional Reports followed. Mrs. Toney reported for Oglethorpe County. 125 children are enrolled in the Vacation Reading Club and participation was quite active in the special programs. The Friends have added 15 new periodical subscriptions in the past few months, and have made an arrangement with a local flower grower and florist to sell flowers in the Library with proceeds going to the Friends. The building plans for the library have been reviewed and the consensus of the Board is that it is "Gorgeous!"

Mrs. Carithers reported that the Madison County Board has also finalized plans for the addition/renovation and will be meeting with the Division of Public Library Services for final approval. The Friends hosted a fund-raiser on July 4 and netted over $500. They are also offering a used book table in the Library that has earned $250 in the last 6 months. The Library has received a second year grant from the JTPA for $40,000 which will enable the Library to double its program.

Mrs. Parker reported that the Chairman of the Franklin County Board, Mrs. Ames, and Mrs. Driver met with the County Commission and the Board of Education to request improved funding for the 3 Franklin County Libraries.

Mrs. Wynn reported for Oconee County. The plans for expanding the Library were postponed for one year while the county engineer and Library Board reviewed and clarified their needs. A reception was held in May to recognize volunteers, Friends, and the funding agencies. As in past years, the summer programs are well attended, enrollment is high, and enthusiasm is great.

The Director's Report followed. The audio-visual equipment for both the auditorium and the storyhour room is now installed and operational. This was one of the last projects required be-

fore project closeout, and Mrs. Ames will request that the Department of Education process our final paperwork. The Library enjoyed a record number of check-outs on July 6--3568 books were checked out that day, followed by two near record days of over 3450 books each.

Winterville's Library should be completing the automation process in late summer following the completion of the Reading Club there. Library staff will work with the Branch Manager to barcode and catalog the collection and to train staff in use of the online system. The Winterville City Council has added a second phone line to help expedite the connection.

Four staff members attended the annual American Library Association meetings held in New Orleans and heard speakers on genealogical research, fund-raising, personnel, and technology.

The Library has been notified that it will receive a second year grant to continue the foreign language materials acquisitions project and this will be funded for $25,000.

Mrs. Ames reviewed the plans for the Itzareader Campaign. The event will be open to all residents in the five county area and will be held on the adjacent soccer field on August 7. The focus will be to encourage volunteerism within the communities served by the region, to spotlight each library and its programs, and to collect books which may be shared with other organizations within the community. The event will be a field day complete with relay races, dunking booth, and storytelling. While bringing a book is not required, several organizations will be collecting books in various parts of the region. Books collected in each county will be used in those locations.

The Board was asked to officially approve the $40,540 contract with JTPA to continue the grant for Madison County upon a motion made by Mrs. Toney and second from Mrs. Wynn followed by a unanimous vote.

The Board was asked to authorize the Madison and Oglethorpe County Library Boards to review all final documents for their projects, to proceed with the bidding process when authorized by the Division of Public Library Services, and to report at the October meeting. The motion was made by Mrs. Weeks, second by Mrs. Wynn, and unanimous vote.

The final landscaping package for the Athens Clarke County Library will be $7,215 and will add a bike rack, outdoor benches and brick pavers to eliminate some of the mud problems. Mrs. Carithers made the motion to approve this project, second by Mrs. Toney, and unanimous vote.

Three competitive mini-grant proposals were discussed by Mrs. Ames. These grants would be funded by the Library Services and Construction Act if approved. They are: staff development reference workshop ($6000); parenting reference collection ($5000); and children's programs on ecology ($6500). All programs would be offered regionally. The Board authorized Mrs. Ames to submit the applications upon motion of Mrs. Wynn, second by Mrs. Weeks, and unanimous vote.

The Library was awarded a Development Grant from the Division of Public Library Services to send Laura Carter to a follow-up meeting of the White House Conference on Libraries which will be held in Indianapolis. The grant covers all of Mrs. Carter's expenses.

The annual renewal of the Civil Right Certificate was approved upon motion by Mrs. Toney, second by Mrs. Carithers and Mrs. Wynn, and unanimous vote.

The Family Leave Policy section of the Personnel Manual was revised to comply with the federal law which goes into effect on August 5, 1993. Mrs. Delk made the motion to approve the changes, second from Mrs. Parker, and unanimous vote.

The need for a new bookmobile was discussed and the conclusion was that the library system would contact all representatives and senators to request their support for obtaining an appropriation for a new vehicle. It is estimated that the vehicle will cost approximately $60,000 and will be staffed by one person. Mrs. Ames will contact each, local library boards will write to their local legislators, and bookmobile users will be asked to write letters of support.

The final integrated budget was presented. This is a compilation of all five counties' budgets as approved locally. The budget totals $1,991,870 and excludes some federal grant money which should be appropriated later this year. Motion to approve by Mrs. Weeks, second from Mrs. Wynn, and unanimous approval.

There being no further business, the meeting was adjourned at 4:50 p.m.

Kathryn Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
October 12, 1993

The meeting was called to order at 4:00 p.m. by Mrs. DuPree. Present were DuPree, Hodgson, Tritt, Nourse, Lockamy, Shields, Firor, Weeks, Berryman, Wilkins, Logue, Copeland and Elkins. Mrs. Hertz was excused. Absent were Allen and Davis-Barnett. Mr. Firor moved that the minutes of 13 July 1993 meeting be approved as mailed. Mrs. Weeks seconded, unanimously approved.

The financial report will be available at Regional Board meeting.

Pat Tritt explained the policy committee's recommendation that the Library close December 24, 25, 26 and offer all full-time employees three compensatory days to be taken between November 15 and January 30. Mr. Logue moved to approve the recommendation, Weeks second, unanimous. Mr. Tritt reported that Policy Committee had reviewed all policies currently in use and the only change to be made is the consolidation of several "Microcomputer Use" Policies into one policy covering all departments. This will be accomplished by library staff.

Tom Wilkins reported that the Endowment Committee has met to begin a long-range plan, and is currently working to gather bylaws from other library endowments as guidelines. He expressed their efforts to differentiate the endowment from Friends efforts. Further reports will come in the future.

Carolyn Nourse reported that the Book Review Committee has met to consider two "Requests for Reconsideration" (Male Cross Dresser Support Group and Daddy's Roommate). Committee recommends that both titles be retained by the Library. Mrs. DuPree thanked this committee for their work.

Mr. Hodgson discussed a letter received from Bill Viehman, architect. County Landscape Management could not be reached for an update, but paving bricks and marble benches have arrived according to Mrs. Walker.

Mrs. Lockamy reported that Winterville Library Board is assessing the library for safety measures, and talking with local police. Mrs. Walker reported that Winterville computers are up and running.

Mrs. Walker reported that, thanks to the efforts of Rep. Eddie Madden and Senator Alan Powell, funds for a new bookmobile have been requested in the state's Supplemental Budget. Letters and lobbying efforts by patrons and board members have greatly helped this effort.

Mrs. Walker noted that local construction interest funds have been released for use in purchasing materials, and that funds will be used over the next two years.

Mrs. Walker discussed the recent murder of a Georgia librarian, and reconsideration of safety concerns in Athens and Winterville library. She reported that screamer buttons have been ordered as well as pepper mace, and a seminar on their use will be offered to staff. Mr. Wilkins suggested "panic buttons" hooked into the police department.

Mrs. Walker described the upcoming PLA conference in Atlanta in March 1994, and invited all board members to participate.

Mrs. Walker proposed purchase of equipment to upgrade the CD-ROM network to allow expanded access to databases. Approximate proposed cost; $40,000. After discussion and questions, Mr. Elkins moved to recommend purchase, Mrs. Copeland second, unanimous.

Mr. Hodgson reported that the Nominating Committee recommends the following slate of officers:

Gene Weeks - Chairman
Tom Logue - Vice Chairman
Pat Tritt - Treasurer

Mr. Hodgson moved to elect the slate, Mrs. Shields second, unanimous.

Mrs. Weeks thanked Mrs. DuPree for her exceptional services as chairman.

Mrs. DuPree thanked Mr. Hodgson, Mrs. Allen and Mrs. Shields for their services to the Board as this is their final meeting.

The meeting adjourned at 4:40, with board members attending a demonstration of new GeneSys CD Rom database by Heritage Room Librarian, Prudence Taylor.

Julie Walker

Julie Walker, Acting Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
October 21, 1993

The meeting was called to order at 3:30 on Oct. 21, 1993, by Mrs. DuPree, chairman. Present were: Mr. Firor, Mr. Hodgson, Mrs. Weeks, and Mrs. DuPree from Clarke County; Mrs. Toney and Mr. Downs from Oglethorpe County; Mrs. Delk and Mrs. Sweeney from Madison County; Mrs. Parker and Mrs. Telford from Franklin County. There were no representatives from Oconee County. Director Kathryn Ames and Assistant Director Julie Walker attended.

The minutes of the July 15, 1993, meeting were approved as mailed upon motion by Mr. Hodgson and second from Mr. Firor.

The Financial Report was presented for information.

Regional reports followed. Mrs. Toney reported for Oglethorpe County. The plans for the new facility are progressing rapidly with bid documents expected to be available in January. There is one hurdle left to overcome which is the lack of a clear title to the property. The County Attorney is working on this issue and the Board expects to have that cleared by the end of the month.

Mrs. Sweeney reported that the Board has dealt with a book that was challenged by a patron as being unsuitable for the children's collection. The building addition plans will be reviewed on Oct. 29 by the State Division of Public Library Services and should also be ready to bid in January. The Literacy Program has evolved into a full time program, but JTPA has not placed an adequate number of students into the program at this time. Ginni Edwards, coordinator of the program, will meet with JTPA officials in November to see if the intake process can be expedited. Holiday hours have been determined for Madison County.

Franklin County events were reported by Mrs. Telford. Mrs. Shirley Parker of Lavonia is now Chairman of that Board. The Royston and Lavonia Libraries had excellent Summer Reading Club activities and participation. The county is facing several financial difficulties, so the budget there remains in limbo.

Mrs. Walker reported that the Library staff had conducted many tours of the facility for different groups, but one of the most impressed was a group of citizens from across the state who are active in the Certified Literate Community effort. Our library is an active participant in Clarke and Oconee Counties. She also discussed the computer system improvements which will be made by year end, and invited Board members to see a demonstration of the new Genesys family archives system which was funded by Georgia Power gifts.

The Director's report included information about the upcoming dinner to honor Tom Murphy, speaker of the House in the Georgia

General Assembly, in November. Itzareader met its goal of increasing visibility of public libraries, but the results of the book drive were minimal. However, the state's libraries will continue their affiliation with the Olympics by using the theme for the Summer Reading Club in 1994.

Eight mini-grants were awarded and we were fortunate to have two approved for funding. The first is a reference workshop for branch and headquarters staff focusing on improved services and incorporating the Total Quality Management philosophy. The second grant will enable the Learning Center to purchase materials for improving single parenting skills.

According to the state plans for implementation, a satellite dish will be installed at the Athens Library in 1994. This dish will enable the Library to download instructional and educational programming from the Department of Education.

The Library was awarded a second $25,000 grant from the U.S.Department of Education to purchase materials in Spanish and Chinese. We have also received approximately $3000 for the purchase of literacy materials from Athens Tech. And we have received another generous contribution from the Nakanishi Corporation for materials.

The fall Director's meeting focused on standards for public libraries. We will be reviewing the components of the standards with each board. On a regional basis, we have some areas to improve, but overall seem to be heading in an appropriate direction. Standards and funding for Talking Book Centers are also being reviewed. Our Center is always among the top 5 (out of 13) in the state in terms of activity, and we will work toward continued improvement.

Special events included a workshop on the Internet, the information superhighway of the future, for all reference and telephone reference staff. The Friends sponsored a dinner and special evening with author Bill Diehl.

The request for bookmobile funding has been presented to all representatives and senators with a very positive response. Our many users have written and their comments reinforce the positive nature of this service. Senator Broun has requested that the Budget Office include $75,000 for this purchase in the budget. He is hopeful that it can be approved in the supplemental budget and purchased in March. If there are not funds available there, he will then move the request to the regular FY95 budget package and funds would be available in July, 1994.

In new business, Mr. Firor made the motion to authorize the Oconee County Library Board to proceed with the RFP for an architect to design the addition to the Oconee County Library; second by Mrs. Toney, and unanimous vote.

Mrs. Weeks made the motion to authorize Madison and Oglethorpe Counties to advertise for bids for those construction projects, pending final state review and State Board of Education approval, and to negotiate with the low bidders; second by Mr. Firor, unanimous vote of approval.

A request to approve out-of-state travel for MaryAnne Driver to attend a bookmobile conference in Gettysburg, Pennsylvania was approved upon motion by Mrs. Toney, second by Mrs. Telford and unanimous approval.

Mr. Hodgson made the motion to increase the authorization limit on checks that the Director may sign up to $2500 in the normal course of business; second by Mr. Firor, unanimous vote.

Mrs. Walker discussed the current increase in challenged materials and referred Board members to our policies of Intellectual Freedom and the right to read and view. There appear to be some organized groups involved in this action.

In other business, Mrs. DuPree noted that this was Mr. Hodgson's last meeting and expressed appreciation for his ten years of service on the Regional Board.

The meeting adjourned at 4:20 and was followed by a demonstration of the new equipment and programs in the Heritage Room.

Kathryn S. Ames

Kathryn S. Ames, Secretary